

# NOTICE OF MEETING



## *CITY OF BRANSON*

### TREE BOARD

*Meeting – Wednesday, January 7, 2015 – 12:30 p.m.  
Planning & Development Conference Room  
110 W. Maddux – Branson, MO.*

### AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Approve Minutes.
  - November 5, 2014
- 4) Update regarding ongoing projects.
- 5) Discussion 2015 Tree Board Projects and Goals.
- 6) Request for other items to be placed on future agendas.
- 7) Adjourn.

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*Where Values are the Difference*

**JANUARY: VISION**

Planning for the future and encouraging growth

Posted: December 31, 2014

At: \_\_\_\_\_ By: \_\_\_\_\_

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For more information please visit [www.bransonmo.gov](http://www.bransonmo.gov) or contact:

Lisa Westfall, City Clerk, 417-337-8522

Garrett Anderson, Economic Development Director, 417-337-8589

## **TREE BOARD MEETING**

November 5, 2014

12:30 p.m.

Planning & Development Conference Room

### **ROLL CALL**

Members Present:	Vice Chairperson Harris, Olson	
Members Absent:	Chairperson Haston, Farley, Kinel	
Staff Present:	Tara Norback	Planning Assistant/ Ex Officio Member
	Joel Hornicel	Director of Planning and Development
	Cindy Shook	Parks Director
	Jim Cartright	Parks Supervisor
	Matt Filice	Asst. City Engineer

### **DISCUSSION**

#### **3. Approve Minutes.**

Motion:

The motion by Vice-Chairperson Harris and seconded by Board Member Olson to approve minutes.

Ayes:	Harris, Norback and Olson
Noes:	None.
Abstain:	None.
Absent:	Haston, Farley, Kinel

Motion to approve the September 3, 2014 minutes passed with a 3-0 vote.

#### **4. Update regarding ongoing projects.**

Ms. Norback updated the Board regarding the plating at the Forsythe roundabout and the shortleaf pine seedlings.

Mr. Filice updated the Board regarding the status of the Branson Hills irrigation. Discussion continue as to the next steps for its repair.

#### **5. Discussion of the Tree Board's Role**

Mr. Hornicel explained the issues of the departments regarding staff time, current and proposed projects and budgets in relation to tree planting. He reiterated the Board's duties by referencing the ordinance and the Board should spend the time and money to create an accurate tree management program to be used by all departments. He stated the management program would assist in creating a line item in future budgets for trees and tree maintenance.

Discussion occurred regarding the hiring of a seasonal employee to assist with tree maintenance.

Vice-Chairperson Harris asked what were the next steps.

Mr. Hornickel stated he would discuss with the City Administrator, Bill Malinen, the feasibility of a seasonal employee.

**6. Request for other items to be placed on future agendas.**

None

<b>ADJOURNMENT</b>
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Motion by Vice-Chairperson Harris and seconded by Board Member Olson, and unanimously carried to adjourn the meeting at 1:40 p.m.

\_\_\_\_\_  
Clark Harris, Vice-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Norback, Planning Assistant

\_\_\_\_\_  
Date



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# Tree City Growth Awards

## Category A: Education and Public Relations

A1. Publications (2 points)



Materials for the public about tree planting and care, such as a listing of recommended street trees, were first published or significantly improved. (Please enclose a copy of the publication as documentation.)

## A2. Literature Distribution (2 points)

A new method of public literature distribution (with utility bills, at garden centers, at public events, etc.) was developed and implemented successfully.

## A3. Interpretive Program (3 points)

An interpretive program such as a walking tour of outstanding trees for community planting, an arboretum, a heritage tree program (largest, historic, etc.) or similar project was first made available to the public or was significantly improved.

## A4. Local Awards Program (3 points)

A recognition program with awards to citizens, commercial enterprises, neighborhood associations, other citizen groups, etc. for such things as best landscaping, tree planting/care projects, etc. was initiated or significantly improved.



## A5. Community-Wide Tree Event (4 points)

A special, community-wide tree event such as an Arborfest, Dogwood Festival, Oak Festival, etc. was initiated or significantly improved. (An Arbor Day celebration is a standard requirement to qualify for Tree City USA. Therefore, please report here only a community-wide, highly publicized Arbor Day celebration or festival in addition to Arbor Day.) Tree-related activities and/or exhibits must be part of the event. (Please include event name(s) and date(s) with documentation.)

## A6. Publicity (5 points)

An ongoing publicity campaign for tree care and community forestry was initiated or significantly improved, for example a weekly newspaper column by the city forester or tree board, or a community-wide newsletter about trees.

## A7. Youth Education (4 points)

The city initiated or significantly improved a formal, community-wide tree-education program for youth (such as the creation of a Nature Explore™ Classroom, "Project Learning Tree," "Arbor Day National Poster Contest," etc.)

#### A8. Continuing Education for Tree Workers (6 points)

A training/continuing education program for the city's tree workers, both employees and contractors, was initiated or significantly improved. The training must be provided at least annually - either by the city or by other qualified organizations. (Please indicate who provided training, the type of training and approximate percentage of tree workers who received 8 hours or more of formal training and percentage who received 40 hours or more of formal training.)

#### A9. Tree-Worker Safety Program (5 points)

A comprehensive safety program for city tree workers was initiated or significantly improved that goes beyond formal training to include such methods as daily warm-up exercises, wellness programs, safety newsletter, etc.

#### A10. Continuing Education for Forestry Managers and Tree Board Members (6 points)

A continuing education program for forestry managers and tree board members was initiated or significantly improved. Examples include participation in tree-related workshops, conferences, correspondence courses, or other structured educational programs for those involved with managing community forests. (Please include approximate percentage who attended conferences, workshops, or other such events, and approximate percentage who earned credit or continuing education units (CEUs), with documentation.)

#### A11. Tree-Care Workshops (4 points)

A workshop on some aspect of tree care was provided for the first time for homeowners, businesses and other members of the public. Or ongoing workshops were significantly improved or the public participation was significantly increased. (Please include date(s) and number attending with documentation.)

#### A12. Arborist Workshops (5 points)

Tree-care workshops were provided for the first time for private commercial arborists. Or ongoing workshops were significantly improved or participation was significantly increased. (Please include date(s) and number attending with documentation.)

### A13. Publicity Event (3 points)

An activity specifically designed to gain publicity for the community forestry program was initiated or significantly improved.

## Next—Category B:Partnerships



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# Tree City Growth Awards

## Category B: Partnerships

### B1. New Project or Organization (4 points)

A new, significant tree project was accomplished by the city in partnership with a civic organization, youth group, or other corporate or volunteer entity. Or assistance was given in creating a new





volunteer organization that contributes to the community forestry program.

### B2. Utility Partnership (5 points)

A cooperative program between the city and a utility was initiated or significantly improved, resulting in additional tree planting, planting appropriate species, improved pruning and other tree care, or utility designation as a Tree Line USA. (Please enclose documentation of significant community involvement.)

### B3. Green Industry Partnership (5 points)

A cooperative project between the city and businesses such as private nurseries or tree services resulting in improved planting stock, better tree care, improved landscaping methods, the recycling of wood materials, etc. was initiated or significantly improved.

### B4. Cooperative Purchasing/Contracting (6 points)

A program was initiated or significantly improved for the community to cooperatively work with another community. (For example, to share a forester, to jointly contract for tree-care, computer or other professional services, to purchase expensive equipment such as a tree spade, or to pool tree orders.)



### B5. External Funding ( 6 points)

The city applied for and received significant, nongovernmental funding (corporations, foundations, civic organizations, individual contributions, etc.) for community forestry. (Please indicate amount, source and use of funds with documentation.)

### B6. Tree Planting on Private Property (4 points)

The city initiated or significantly improved a cost-sharing or other incentive program, an unusual publicity campaign, etc. to bring about more tree planting on private property. There should be attention given to planting the right tree in the right place, and encouraging long-term care.

### B7. Engineering/Forestry Coordination (6 points)

Formalized coordination with city engineering was initiated or significantly improved to insure proper urban forestry review of street and utility plans, sidewalk construction, and similar practices that impact the health of the city's trees.

## B8. Land-Use Planning Coordination (5 points)

Procedures for including tree professionals in land use planning decisions were put into place or significantly improved. Examples might include the appointment of a planning and zoning official to the tree board or vice versa, or routing all development site plans and applications through the city forester for input and approval.

## B9. Wildland Fire Prevention Coordination (5 points)

The community has initiated or significantly improved a wildland fire prevention program such as involvement with Firewise Communities/USA. Go to [www.firewise.org/usa](http://www.firewise.org/usa) for details.

## B10. Citizen Training Program (6 points)

A program to train and schedule citizen volunteers to provide basic maintenance suited to volunteers was initiated or significantly improved.

## Next—Category C: Planning and Management



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# Tree City Growth Awards

## Category C: Planning and Management

C1. Tree-Maintenance Budget (9 points)



A budget line in the city budget specifically for tree maintenance (as opposed to planting or removals) was initiated or significantly increased. (Please indicate budget allocation for the current and previous year with documentation.)

## C2. Municipal Funding (8 points)

Expanded or innovative municipal funding was developed to be used specifically to increase the planting and care of community trees. Examples include special tax districts, curb tax, bond issues, license fees, gas tax, utility surcharge, etc.

## C3. Sidewalk/Curb Policy (5 points)

Policies were adopted or significantly improved which call for placement, construction, replacement and repair of sidewalks and curbs in a manner that will minimize tree damage. (Please enclose a copy of the policies as documentation.)

## C4. Tree Inventory and Analysis (7 points)

A basic inventory of street and/or park trees was conducted for the first time or updated, and an analysis was performed indicating what conclusions are to be drawn from the inventory: species mix, planting and care needs, etc. (Please enclose copy of the inventory, or a sample from one neighborhood, and the analysis as documentation.)



## C5. Computerized Tree-Management System (9 points)

The tree management system was first computerized and is site specific, i.e. individual trees identified with specific locations, and includes a work-reporting method with the work data on individual trees updated on a regular basis, preferably at least weekly.

## C6. Management Plan (7 points)

A long-range, community-wide tree planting and management master plan using inventory data and covering at least the next 3–5 year period was first adopted or significantly improved. (Please enclose copy of plan as documentation.)

## C7. Licensing (5 points)

A licensing program was initiated or significantly improved for all tree-care companies or individuals operating in the community. (Please enclose explanatory literature as documentation.)

### C8. Improved Ordinance (6 points)

A new or revised and significantly improved ordinance related to trees was adopted. The ordinance(s) must lead to the improved management and/or protection of trees and tree habitat and might include such measures as protecting historic or specimen trees, protecting trees and tree habitat during construction, conserving woodlands, ending tree topping, requiring new developments to preserve green spaces or plant trees, requiring parking lot landscaping, etc. (Please enclose copy of ordinance as documentation.)

### C9. Standards and Specifications (6 points)

A standards and specifications document was adopted, or updated and significantly improved, as a separate document which complements the community's tree ordinance. Provisions might include such things as acceptable street trees to plant, standards for planting in downtown areas and along residential streets, and tree-maintenance guidelines. The standards would be updated and kept current by the city forester, tree board, or equivalent authority. (Please enclose copy with documentation.)

### C10. Wildlife Habitat (3 points)

Wildlife habitat was developed or protected, including such practices as setting aside "no mowing" zones, planting trees and shrubs for wildlife purposes, protecting riparian zones, adding water impoundments for wildlife, providing nest boxes, etc.

### C11. Park, Open Space (5 points)

Forested open space was acquired or a park developed with major tree planting. To use this criterion, it is necessary to demonstrate that the forestry staff or tree board was instrumental in the project. The land in question must be available for public use. Land covered by a scenic or other easement may also be included here.

### C12. Emergency Plan (4 points)

A tree-care emergency plan was developed or significantly improved. The plan could outline who will provide what services after a severe storm, mutual aid available between communities or jurisdictions, and how to work effectively with the news media.

### C13. Professional Tree Manager (10 points)

A full-time city forester or equivalent was hired for the first time. (Please indicate name, title, education/degree and starting date.)

### C14. Accreditation for Forestry Department (10 points)

Seek and receive accreditation for the municipal forestry department such as that provided by the [Society of Municipal Arborists](#).

## Next - Category D: Tree Planting & Maintenance

## Related Resource

[Tree City USA Bulletin: How to Conduct a Street Tree Inventory](#)



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# Tree City Growth Awards

## Category D: Tree Planting and Maintenance

### D1. Special Tree Planting Project (4 points)

A tree-planting project for a special purpose such as energy conservation, or requiring special circumstances such as pit



construction or vandalism protection was successfully implemented. Such a project would require a special appropriation, or special cooperation with the neighborhood or business district.

## D2. Public Utility Tree Care (5 points)

The maintenance of publicly owned utility lines was significantly improved to reduce adverse impacts on trees. An example would be training in the use of state-of-the-art techniques that avoid topping trees, or qualifying as a Tree Line USA Utility.

## D3. Recycling (6 points)

A biomass recycling program was successfully implemented or significantly improved. This may include street tree leaves, lawn wastes, tree removals, Christmas trees, etc.

## D4. Street Tree Planting (7 points)

The city formally established or significantly improved its street-tree-planting program.



## D5. Street Tree Pruning (8 points)

A formal pruning system was established or improved for the city's street trees. This criterion requires significant improvement through the initiation of regularly scheduled visits to all street trees depending on the requirements of the species, or the reduction of time between visits if needed.

## D6. Hazard Tree Program (5 points)

A hazard tree assessment and action program was established or significantly improved, including employee training and a systematic method that includes periodic tree inspections and prompt follow-up when needed.

## D7. Special Program to Eliminate Destructive Practices (6 points)

A program such as an educational or ordinance enforcement campaign to eliminate tree topping community-wide, or a training program that eliminates tree damage caused by employees misusing herbicides, weed cutters, and lawnmowers was successfully implemented.



## D8. Integrated Pest Management (5 points)

Systems and methods for insect and disease control that are environmentally sensitive were put into place or significantly improved.

## D9. Plans for Donations (3 points)

Plans were developed or significantly improved for projects such as vest-pocket parks, arboretum improvements, memorial tree groves, woodland acquisitions, etc. to be available in case of unexpected cash donations or similar opportunities.

## D10. Contract Growing (5 points)

A contract with a nursery was initiated or significantly improved to provide specific varieties or species of street and park trees for future years (to enable planning and to assure having the right trees for the right sites).

## D11. Tree Preservation (6 points)

A special project or program was initiated to preserve or relocate trees on development or construction sites.



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